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immense
INSTITUTE OF TECHNOLOGY & MANAGEMENT

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ADCA PRO

Advance Diploma in Computer Application & Professional

Duration: 15 Months

Module 1:

Diploma in Computer Application (DCA)

1. Fundamentals
2. MS-DOS
3. MS-Windows 7
4. MS-Word 2007 / 2010
5. MS-Excel 2007 / 2010
6. MS-PowerPoint 2007 / 2010
7. MS-Access 2007 / 2010
8. HTML
9. Internet
10. Networking
11. Multi-Media

Module 2:

Certificate in Financial Accounting (CFA)

1. Accounting Introduction
2. Accounts Only
3. Accounts with Inventory

Module 3: Desktop Publishing (DTP)

1. Adobe PageMaker
2. Corel Draw
3. Photo Shop

Module 4: Assignment / Project

1. Hardware Maintenance
2. Scanning & Printing
3. Software Installation

Module 5: Assignment / Project

